

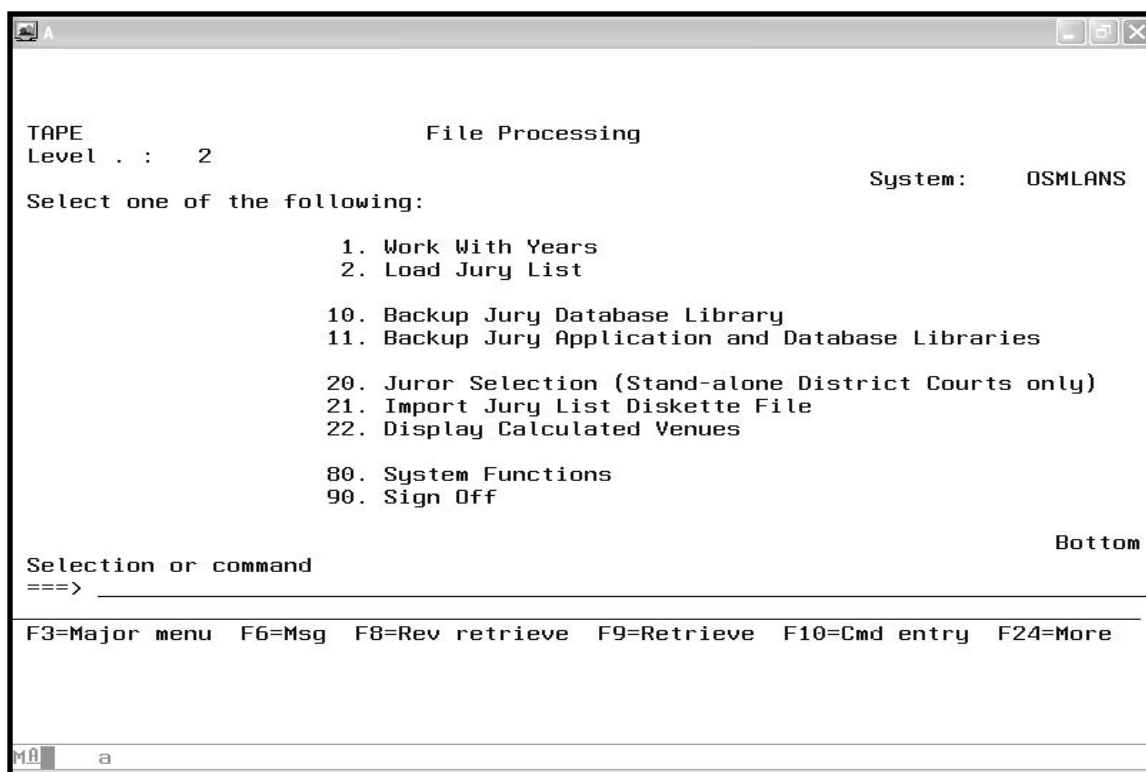
Chapter 9 - File Processing

CHAPTER NINE -- FILE PROCESSING

ACCESSING FILE PROCESSING

Overview

The File Processing Menu contains options to load the CD of names from the Department of State and to backup the jury database, as well as, the jury application libraries.



Tape Processing Menu

The File Processing Menu

The File processing menu displays when option 70 is selected from the JIS Jury System Menu. The option can be accessed by entering the appropriate number on the Selection or command line and pressing [ENTER].

WORK WITH YEARS

Overview

Work with Years option is used to define a jury year. A jury year must be defined in order to load the jury list CD.

See Work with Years on the Juror Selection menu for details on how to define a year.

LOAD JURY LIST

Overview

The Load Jury List option is used to load the name, address, birth date, sex, and driver license/personal identification number of the prospective jurors from the tape received from the Department of State.

NOTE: Either instructions will be provided by JIS on how to load the jury list or JIS may load the list and advise when it's available.

Accessing the Screen

To access the Juror Update Process screen type 2 in the Selection or command line on the Tape Processing Menu and press [ENTER].

```
JYBWPVK      ENTER                               6/13/05  8:34:54
                                     Load Jury List

County: 76  SANILAC COUNTY

                Jury Year: _____
                File Name:  _____

                Media Device: _____
                - OR -
                Save File:  _____

F3=Exit  F4=Prompt
```

Jury Update Process screen

Field Definitions

COUNTY (Header)	The County of the prospective jurors that are being loaded in the database.
+YEAR	Type the year that the prospective jurors will be chosen to serve.

IMPORTANT: You are establishing the name of the jury year for all prospective jurors on the disc. Once this option is run, the year cannot be changed. The jury year must first be defined using the Work with Years option. Example: 2005/06.

FILE NAME	The FILE NAME is the first 8 letters of the county name.
MEDIA DEVICE	Type the media device name that will be used to load the CD. (This is usually OPT01)
SAVE FILE	LEAVE BLANK. JIS will initiate if sending jury list electronically.

When the information has been entered in the required fields, press the [ENTER] key. The Jury List will be loaded from the CD onto the AS/400. This job runs interactively (at a reduced priority) so your device will be locked until the job has completed.

After pressing "Y" or [ENTER] to confirm, the following messages display during process: Restoring Jury file from media..., Loading Jury List ..., Jury List loaded for count ##, 2003/04 jury year. Press the [ENTER] key after these messages have displayed.

NOTE: When this process is complete, proceed to the Juror Selection Menu to select jurors from the jury

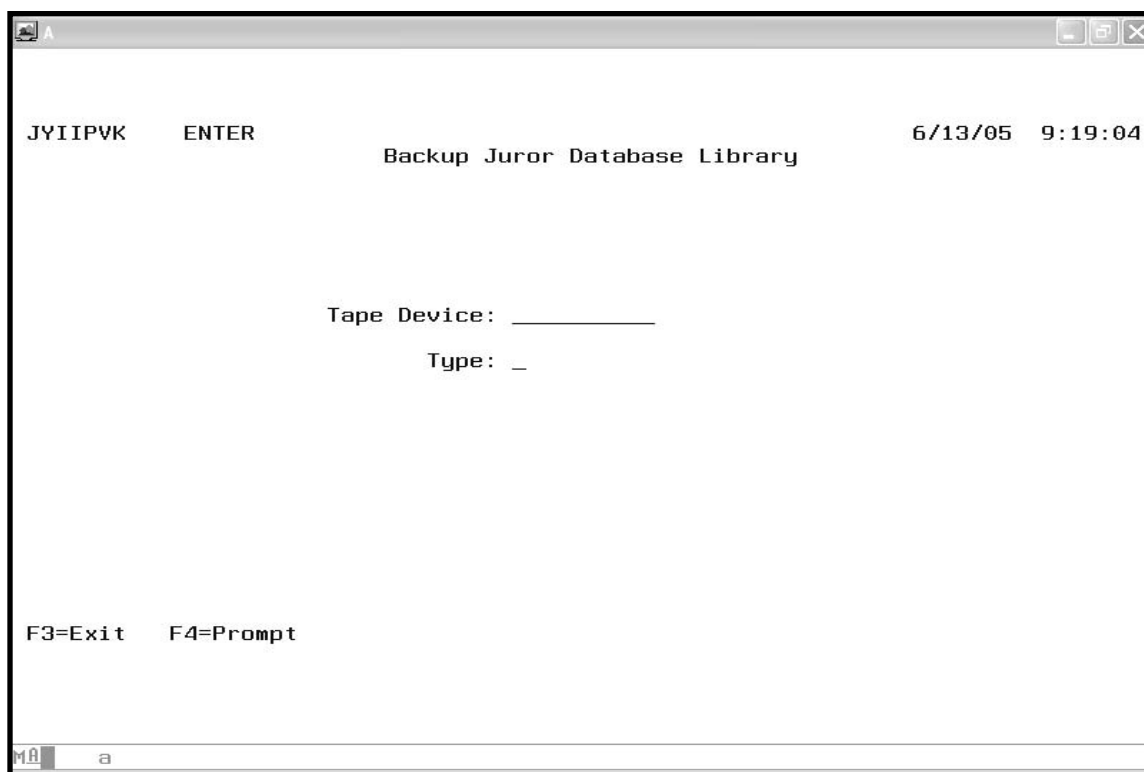
BACKUP JURY DATABASE LIBRARY

Overview

The Backup Jury Database Library option is used to create a backup of the information that is added to the jury database to tape. This option should be run on days when the jury database has been updated. This option does not need to be run if the jury database is being saved as part of a daily backup. Verify with your system administrator that this library is being backed up!

Accessing the Screen

To access the Backup Jury Database Library screen type 10 in the Selection or command line of the Tape Processing Menu and press [ENTER].



Backup Juror Database Library screen

Field Definitions

TAPE DEVICE	Type the name of the tape drive that will be used to create the backup. Example: TAP01.
TYPE	Type a "C" for Cartridge or "8" or 8mm Cassette.

When the information has been entered in the required fields, press [ENTER].

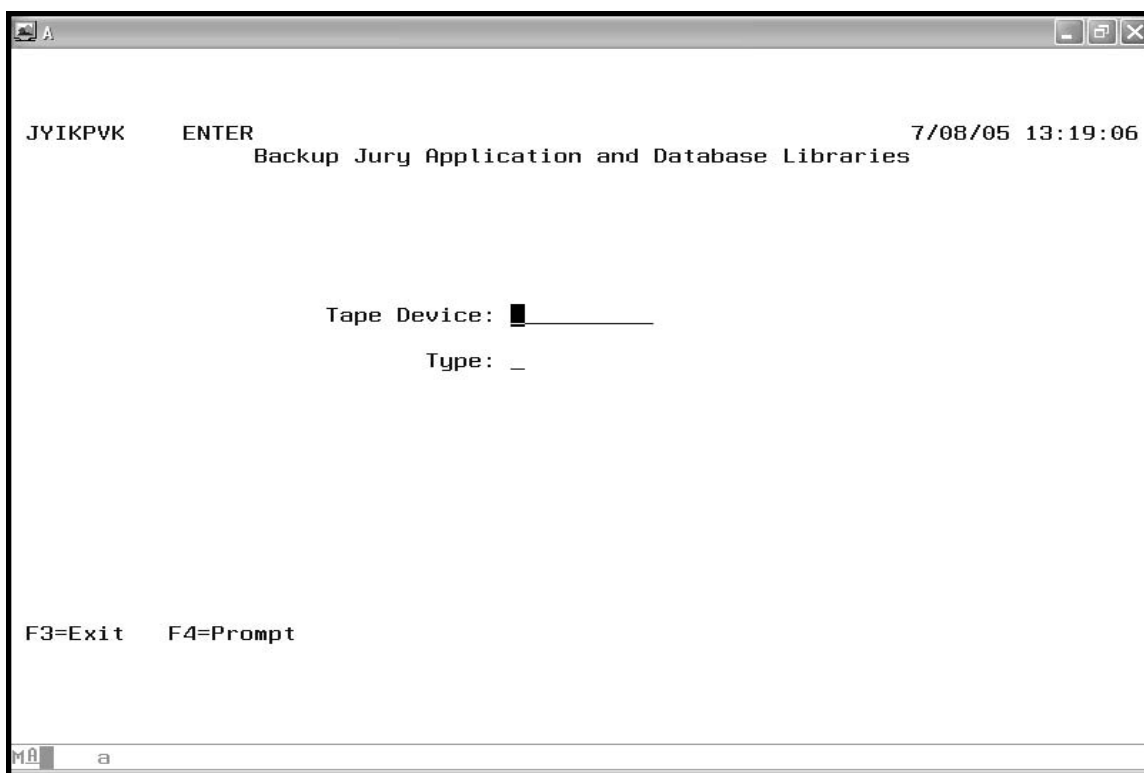
BACKUP JURY APPLICATION AND DATABASE LIBRARIES

Overview

The Backup Jury Application and Database Libraries option is used to create a backup of the information that is added to the jury database to tape as well as the jury application software. This option should be run before and after Jury release updates.

Accessing the Screen

To access the Backup Jury Application and Database Libraries Screen (Figure 80) type 11 in the Selection or command line of the Tape Processing Menu and press [ENTER].



JYIKPVK ENTER 7/08/05 13:19:06
Backup Jury Application and Database Libraries

Tape Device: ■
Type: _

F3=Exit F4=Prompt

M a

Backup Jury application and Database Libraries screen

Field Definitions

TAPE DEVICE	Type the name of the tape drive that will be used to create the backup. Example: TAP01.
TYPE	Type a "C" for Cartridge or "8" or 8mm Cassette.

When the information has been entered in the required fields, press [ENTER].

JUROR SELECTION (Stand-alone District Courts only)

Overview

The Juror Selection (Stand-alone District Courts only) option must ONLY be used by courts which receive their lists of jurors from another computer system. If your jury board or County Clerk's Office uses the JIS Jury System for selecting your jurors, DO NOT use this option. Please use the appropriate option on the Juror Selection Menu.

```

JYJ6DFK  DISPLAY                               6/13/05  9:32:13
      Juror Selection (Stand-alone district courts only)
County: 76  Jury Year: _____  Status Code: _____
          Name: _____ (positioner)
          City: _____  Zip: _____ (filters)

Type options, press Enter.
1=Select to add to jury system

F3=Exit  F4=Prompt
  
```

Juror Selection (Stand alone district courts only) screen

Accessing the Screen

To access the Juror Selection (Stand-alone district courts only) screen, type 20 in the Selection or command line on the File Processing Menu and press [ENTER].

Field Definitions

STATUS CODE

The status code must be QLF if the juror has been pre-qualified by the county, NEW if a qualification questionnaire must be generated, or any status code flagged as permanently excused, such as PEX to update a permanently excused list.

NAME

This is a positioning field. To position the list to a particular name, enter the name or a portion of the name and press [ENTER]. The list will position alphabetically to the requested name.

CITY	This is a filtering field. Enter a city and press [ENTER] to display only names with the requested city.
ZIP	This is a filtering field. Enter a zip code and press [ENTER] to display only names with the requested zip code.
OPT	Type option 1 in this unlabeled field to select a juror to be added to the jury system.
SEL	Y in this field indicates the juror has already been selected and cannot be selected again.
NAME	Name of juror in alphabetic order.
DOB	Juror's date of birth.
DLN/PIN	Juror's driver license number or personal identification number.
ADDRESS	Juror's street address.
CITY	City in which juror resides.
ZIP	Zip code of the city in which the juror resides.
To Display the List of Jurors	To display the list of jurors, enter the appropriate county and jury year, press [ENTER]. The list of juror names will display.
To add a name	To add a name from the Department of State jury list to the JIS Jury System, type 1 in the option column next to the desired name and press [ENTER]. The Add Jury List Juror window will display.

Add Jury List Juror

County: 76 Jury Year: 2005/06

DLN/PIN: J111222333444 DOB: 01011975

Name: JONES JOHN JOSEPH

Address: 111 MAIN STREET

City: Lansing St: MI

Zip: 99999 9999

System#: _____ (blank for system assigned #)

F3=Exit

Add Jury List Juror window

Verify the name and address. Update if necessary. Enter the number assigned by the other computer system or leave the system number blank. If the system number is left blank, a sequential number will be assigned. Press [ENTER].

A qualified (QLF) juror record will be added to the system. The name and address record will be added or the address will be updated if the name already exists on the system. An event will be added indicating when the juror was added to the system.

The Import Jury List Diskette File will be used at a future date and time.

IMPORT JURY LIST DISKETTE FILE

Overview

The Import Jury List Diskette File option must ONLY be used by courts which receive their list of jurors from the county on a diskette. If your jury board or County Clerk's Office uses the JIS Jury System for selecting your jurors, DO NOT use this option. Please use the appropriate option on the Juror Selection Menu.

Accessing the screen

To access the Import Jury List Diskette File option, type 21 in the Selection or command line on the File Processing Menu and press [ENTER].

Import Jury List Diskette File screen

Field Definitions

+YEAR	The jury year in which the jury list diskette is being used.
+COURT	Enter the court designation in which the prospective jurors will be assigned to.
STATUS	The status of QLF defaults in this field. Thus all jurors selected will be qualified.

+TERM	Enter the term in which prospective jurors will be assigned to.
LISTS	Enter the number of lists needed, 1-4.
SEQUENCE	Enter A to print the list in alphabetic order, N for numeric order or B for both (one of each).
SPACING	Enter 1, 2, or 3 to print the list with single, double or triple spacing respectively.

F4 allows prompting in the input fields.

F10 allows for display of the import file.

If you receive a message, "Note: The import file must first be uploaded from the PC to the AS400", please contact JIS.